



Workforce Directorate

Health  
Northern NSW  
Local Health District

3 May 2021

Our ref: D21/0001051

Mr Gerard Hayes  
Secretary, Health Services Union  
Email: [Secretary@hsu.asn.au](mailto:Secretary@hsu.asn.au)

**Private and Confidential**

Dear Mr Hayes

***Re: HSU Dispute regarding coordination duties undertaken by security officers***

I refer to a second meeting held at Northern NSW Local Health District (NNSW LHD) on 28 April 2021 to finalise the HSU dispute regarding Senior Security classification. Mr Michael Kearns, Health Services Union (HSU) Organiser, Mr Geoffrey Mapstone, President Lismore Base Hospital (LBH) HSU sub-Branch and Mr Bill Oddie LBH HSU Sub-Branch attended on behalf of HSU members.

In line with the meeting discussions on 28 April 2021, I wish to advise that the following updates and actions were agreed:

1. A Corporate Services leading hand will be added to the staffing structure and will lead nightshift staff across all three units; Security - Wardsperson, Administration and Domestic Services on night shift. Additional support will be provided to staff working as the Leading Hand on night shift to assist in the role.
2. The interim Expression of Interest (EOI) for the Security - Wardsperson Manager (HM1), Supervisor (AO5) and Leading Hand is now closed and staff have been notified of the successful applicants. The roster will be updated to identify the Manager, Supervisor and Leading Hand.
3. Permanent recruitment to the management positions has closed and interviews will commence in the coming weeks.
4. The LBH Corporate Services Manager will continue to work with the HSU LBH sub-branch to:
  - a. Finalise the development of the position descriptions for the Leading Hand positions in the Security - Wardsperson and Domestic Services Units.
  - b. Confirm the role delineation between the HM 1 Management responsibilities, the AO5 Supervisor responsibilities and the Leading Hand allowance team leading responsibilities.
  - c. Review all aspects of morgue duties to clearly articulate the duties required of roles: Manager, Supervisor, Leading Hand and Wardsperson.
5. Please be advised that NNSW LHD has commenced the recruitment process for a Project Manager, Anderson Security Review that will close on the 6 May 2021.

Northern NSW Local Health District

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Consideration for the Senior Security classification will be considered as part of this review.

Any other issues arising will be managed at the local level by the LBH Corporate Services Manager, Mr Stuart Rollans in consultation with the HSU LBH Sub-branch representatives in the first instance. Mr Geoffrey Mapstone and Mr Bill Oddie have been invited to attend a meeting Tuesday, 4 May 2021, with Mr Rollans and the successful EOI Manager Mr Mark Anderson and Supervisor Mr Adam Bartlett for further discussion of issues.

The draft 'Leading Hand' position descriptions for consultation are attached. Please note that whilst there is one leading hand per shift, there are three (3) positions descriptions as the Leading Hand role can be undertaken by Security Officers, HSAs or Wardspersons. I have also attached the Domestic Services Leading Hand position description to include in this consultation process. It would be appreciated if you could please **provide feedback on the leading hand duties via the local HSU sub-branch by 14 May 2021** to enable progression of the permanent recruitment to these roles.

This agreement concludes the dispute from an LHD perspective as we continue to progress this matter at a local level.

Yours sincerely



**Richard Buss**  
**Director of Workforce**

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